

ARCHITECTS PROFESSIONAL INDEMNITY PROPOSAL FORM

Please read the following questions carefully and answer them all providing additional information where required. Should you require more space please provide answers on a separate sheet of paper.

Answer the question using **BLOCK CAPITALS** and tick boxes where appropriate

1. PROPOSERS DETAILS

Full Name of Proposer

Address of Proposer

Contact details (tel, fax, e-mail, website)

Date Proposer established

Name of other parties to be included e.g. subsidiaries, partners, joint venture

Please state names of directors / partners, age, qualifications & how long they have been with the firm:

Please attach CV's

Number of employees split between the following:

Qualified:
Administrative:
Other (please specify):

Is the Proposer financially connected or associated with any other entity?

YES

NO

If YES please state details including nature of work & relevant dates:

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During the past 10 years has the Proposer's name been changed, has any other business been purchased and/or has any takeover, merger or consolidation taken place?

YES

NO

If YES please state details including nature of work & relevant dates:

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2. THE BUSINESS

Please provide the Proposer's fees/income in each of the financial periods derived from clients based in:

	Past Financial Year	Current Financial Year	Next Financial Year
Gibraltar & Spain			
Overseas			
USA			
TOTAL			

If fees/income are/is declared as derived from clients based Overseas please provide details including territories involved and income derived.

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Please allocate below, as a percentage to a total of 100%, the fees/income between activities undertaken for the last complete financial year:

	Gibraltar & Spain	Overseas	USA	Total
Architectural				
Town Planning				
Feasibility Studies - no design				
Landscape/Garden Architecture				
Quantity Surveying				
Residential Structural Surveys or Inspection Reports or Valuations				
Interior Design (Structural)				
Interior Design (Non-Structural)				
Project Co-ordination				
Project Management				
Building Surveying				
Planning Supervisory				
Expert Witness				
Environmental				
Drafting				
Clerks of Works				
Non-structural Refurbishment				
Other (specify)				
				100%

Please allocate below, as a percentage to a total of 100%, the fees/income for the last financial year between contracts where the interest is:

	UK	Elsewhere	Total
Commercial Offices and Shopping centres			
Bridges and/or Tunnels			
Harbours and/or Jetties and/or Off-shore installations			
Sewerage and Water Schemes			
Retail			
Nuclear or Atomic Projects			
Foundations and Underpinning			
Leisure, Sport and Amusement			
Chemical, Petro-chemical and Refineries			
Housing Schemes (2-3 floors)			
High Rise Building			
Churches / Cathedrals			
Schools, Hospitals, Municipal Building			
Airports, Railways			
Roads Highways, or Motorways			
Retail/Business Parks			
Industrialised Systems Building			
Other (specify)			
			100%

What percentage of the Proposer's fees for each of the last five years emanates from work undertaken for Housing Associations?

Is cover required for any other activity, now ceased, which is different to those declared in the tables above?

YES NO

If YES please provide details:

Is the Proposer aware of any change in activity/structure that will occur in the coming financial year?

YES NO

What percentage of fees over the last 3 years have been paid to outside consultants?

If fees are paid to outside consultants is cover required for the work undertaken by the outside consultants?

YES NO

If YES please provide full details including nature of the work, projects undertaken and names of consultants:

Please list the Proposer's five largest contracts undertaken in the last three years.

Type of Service and Country	Fee	Total Contract Value	Date Commenced	Date Completed

Please list the Proposer's five largest contracts due to be undertaken in the next three years.

Type of Service and Country	Fee	Total Contract Value	Anticipated Date of Commencement	Anticipated Date of Completion

Is the Proposer a member of a consortium or has the Proposer entered into a joint venture agreement?

YES NO

If YES please provide details:

Does the Proposer's work involve, or has it involved in the past, repetitive construction units?

YES

NO

If YES please provide details and dates:

Does the Proposer undertake, or has it undertaken, any contract which involves responsibility for:

Manufacture, construction erection or installation?

YES

NO

Supply materials, plant, goods or equipment?

YES

NO

Provision of software

YES

NO

If YES to any please provide details and dates:

Is the Proposer admitted to any Association or accredited to any quality systems such as the ISO series?

YES

NO

If YES please provide details:

What are the Proposer's procedures in operating a diary system?

Does the Proposer have written procedures or checklists for the service performed?

YES

NO

If YES please provide details:

What records are kept by the Proposer of telephone conversations and attendance at meetings?

Does the Proposer subscribe to any form of Continuing Professional Development?

YES

NO

If YES please provide details:

What are the Proposer's procedures, such as letters of engagement, to ensure that a clients requirements are clearly identified and can be met?

How often does the Proposer undertake a review of working procedures?

What are the Proposer's procedures in reviewing the work undertaken by staff and partners?

Does the Proposer always obtain satisfactory written references when engaging employees?

YES

NO

If NO please provide details:

If any partner, principal, director or employee is allowed to sign cheques without a counter signature please provide details of the individuals, the cheque limit and the circumstances.

Are employees who receive cash/cheques in the course of their duties required to pay in daily?

YES

NO

If NO please provide details of the procedures implemented:

Does the Proposer ensure that sub consultants are appointed directly by the client?

YES

NO

Does the Proposer ensure that sub consultants are engaged in a binding contract accepting responsibility for their own neglect, error or omission and does the Proposer ensure that all subconsultants carry Professional Indemnity Insurance?

YES

NO

3. INSURANCE COVERAGE

Does the Proposer currently have Professional Indemnity Insurance in force?

YES

NO

If YES please provide the following information:

Name of Insurers:
Expiry Date:
Indemnity Limit:
Deductible:
Retroactive Date:

What is the amount of indemnity now required?

What is the amount of deductible now required?

Has any Proposal for similar insurance made on behalf of the Proposer's business, any predecessor of the business, or any principal, partner or director ever been declined or has such insurance ever been cancelled, renewal refused or any special terms imposed (other than general market increases)?

YES

NO

If YES please provide details:

Has any fee earner in the Proposer's business ever faced criminal investigations or disciplinary proceedings by any relevant professional organisation?

YES

NO

Have you ever been late in paying or failed to pay either a professional indemnity premium or excess?

YES

NO

4. CLAIMS INFORMATION

After full enquiry has the Proposer sustained any loss through the fraud or dishonesty of any person?

YES

NO

If YES please provide details:

After full enquiry is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to the Proposer and/or any past or present principal, partner, director or employee?

YES

NO

If YES please provide details:

After full enquiry has any claim been made against the Proposer's business or against any principal, partner, director or employee whilst in this or any other business?

YES

NO

If YES please provide details:

After full enquiry is the Proposer aware of any circumstance or incident which has or could result in any claim being made against the Proposer's business, or against any principal, partner, director or employee whilst in this or any other business?

YES

NO

If YES please provide details:

5. DECLARATION

I/we declare and warrant that after enquiry all statements and particulars contained in this Proposal and addenda are true and that no information whatsoever has been withheld which might increase the risk of the Underwriters or influence the acceptance of this Proposal and should the above particulars alter in any way I/We will advise Underwriters as soon as is practicable.

I/We understand that failure to disclose any material facts which would influence the acceptance and assessment of the Proposal may result in the Underwriters refusing to provide indemnity or voiding the possibility in every respect.

I/We hereby agree and accept that this Declaration shall be the basis of the contract between both parties if entered into.

SIGNATURE

POSITION

NAME

DATE